

Frequently Asked Questions (FAQs)

SECTION 1: DEPOSIT SLIPS

1. DO DEPOSIT SLIPS IN FI\$CAL HAVE THE SAME APPROVAL PROCESS AS EDF? WILL THERE BE A DEPOSIT SLIP APPROVER ROLE?

There is no built-in departmental approval process in FI\$Cal. If departments want to have internal approvals, first key entry staff save the deposit slip in the *Draft* status, then let the approver know which deposit slip numbers are ready for approval. The approver would validate the information and change the status from *Draft* to *Ready*.

Refer to FI\$Cal.389-Create a Standard Deposit Slip (pgs.7-8) for step by step instructions on how to create a deposit slip with an internal approver.

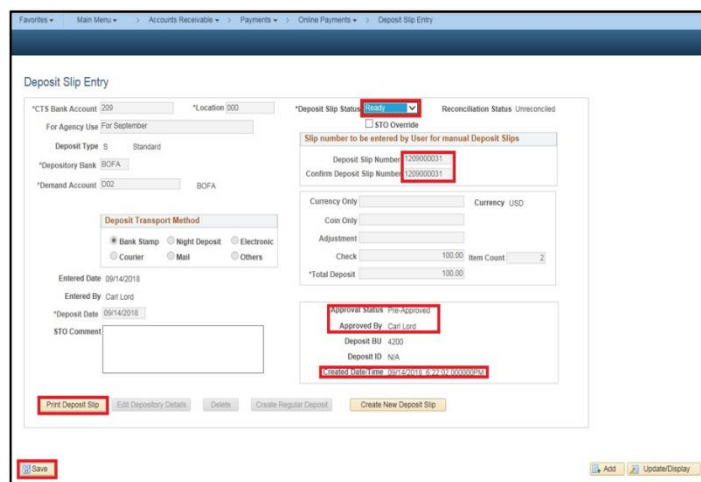


Figure 1: Deposit Slip moved from Draft to Ready Status

2. CAN DEPARTMENTS DETERMINE THEIR OWN DEPOSIT SLIP NUMBER/ID IN THE FI\$CAL SYSTEM? CAN THE SYSTEM GENERATED DEPOSIT SLIP NUMBER BE MODIFIED?

FI\$Cal will automatically produce a sequential deposit slip number, determined by the system. Currently, departments do not have functionality to change the deposit slip number or automatic sequence format. The sequence is predetermined within the system and cannot be altered.

3. IS A SPECIAL PRINTER OR INK REQUIRED FOR PRINTING THE DEPOSIT SLIPS?

Yes, a Magnetic Ink Character Recognition (MICR) toner is required for printing deposit slips that are physically taken to the banks. The MICR ink will ensure that banks can read and process the deposit slips in their system, as deposit slip numbers need to be printed with MICR (required by the Federal Reserve to make check-clearing process more efficient).

A specific **type** of printer is not required. However, since MICR toner is more expensive than regular toner, FI\$Cal recommends setting aside a separate printer to be used for printing deposit. If a department already uses MICR toner to print checks, the same printer and ink can be used to print deposit slips.



4. WHAT TYPE OF DEPOSIT SLIPS NEED TO BE PRINTED?

Only standard deposit slip types which will be physically taken to the bank need to be printed. Wire transfer/electronic/scanned and remote deposits do not need to be printed.

5. IF WE NEED TIME TO OBTAIN MICR TONER AND/OR A PRINTER, WHAT DO WE DO?

STO is automatically extending a 30-day grace period to all departments, beginning October 5, 2018. During this time, departments may continue using manual deposit slips, but instead of sending the third copy to STO, enter the information from the manual deposit slip into FI\$Cal.

6. CAN DEPARTMENTS CONTINUE TO USE MANUAL DEPOSIT SLIPS?

Departments with satellite or remote offices (without internet access) have been granted exceptions to continue using manual deposit slips. These departments will then send their manual deposit slips to HQ (or another office location designated by department) for manual entry of these deposit slips into the FI\$Cal system.

For departments who have not been granted an exception, create a standard deposit slip in FI\$Cal in all instances where previously a manual deposit slip was used.

If you believe that your department should be granted an exception to continue using manual deposit slips, submit a ticket to FSC (fiscalservicecenter@fiscal.ca.gov). FSC will then submit the case to STO and exceptions will be reviewed on a case by case basis.

7. WHAT IS THE DIFFERENCE BETWEEN THE HOLD STATUS AND THE DRAFT STATUS? CAN DEPOSIT SLIPS BE SAVED IN THE HOLD STATUS?

The hold and draft status function in a similar fashion, both require to be changed to the “Ready” status for the deposit slip to be processed in the daily 3pm batch. Deposit slips can be saved in the draft and in the hold status. For an explanation on how to use the draft/hold statuses as part of a department implemented approval process, see #1.

8. CAN I ALTER OR DELETE (VOID) A DEPOSIT SLIP?

A deposit slip in draft or hold status can be changed or deleted (voided) any time. Once the deposit slip has been moved to ready status, it can be changed or voided any time before the 3pm batch processing. To change or void a deposit slip, move it from ready to draft status and hit “save.” Make all necessary adjustments, then move the deposit slip back to ready status and hit “save” once more. The deposit slip is ready to be processed during the next 3pm batch process.

9. WHAT IS THE DOLLAR LIMIT PER DEPOSIT SLIP IN FI\$CAL?

The limit is the same as EDF, a penny short of a billion dollars (\$999,999,999.99)

SECTION 2: PAYMENTS/REMITTANCES ADVICES TO STATE TREASURY

10. WHAT IS THE DIFFERENCE BETWEEN RA #, INVOICE # AND CHECK #? HOW ARE THEY USED ON REMITTANCE ADVICE FOR FEDERAL RECEIPTS?

Remittance Advice number used as invoice number when invoicing the Feds for money drawdown. A tomorrow change that does not occur today. Departments will have to reclassify item if the RA# is not added initially. For Federal drawdown money, use the RA # to close out the item in FI\$Cal. Otherwise, will need to reclassify to match whatever level of detail is needed. For CTS money that is collected and deposited into the dept's bank account, once payments or zero-dollar deposits are created against it, FI\$Cal will send it over for you to SCO as a TC47 and post in SCO and SCO will be reconciling daily to ensure that everything from FI\$Cal is posted in SCO legacy and vice versa.

11. IF A DEPARTMENT DECIDES TO NOT SET UP AN AR IN FI\$CAL IN THE AR MODULE FOR THE RA'S, HOW WOULD THE PAYMENTS BE RECLASSIFIED? WOULD THIS BE DONE IN THE AR MODULE? IF DONE IN GL, THE SUBMODULE WOULD NOT BALANCE WITH GL.

The remittance advice/AR set up solution is specific to the federal draw down process. If a department decides not to set up an AR in the AR Module for the draw down RA's, the remittance will post as an AR direct journal payment with default Chart Field values (including program). The departments will need to reclassify with a zero-dollar deposit in AR to add the real program and other department level Chart Fields to the remittance. The deposit and remittance accounting entries are recorded in the AR module by SCO and STO. Journal Entries are then generated and posted to the General Ledger.

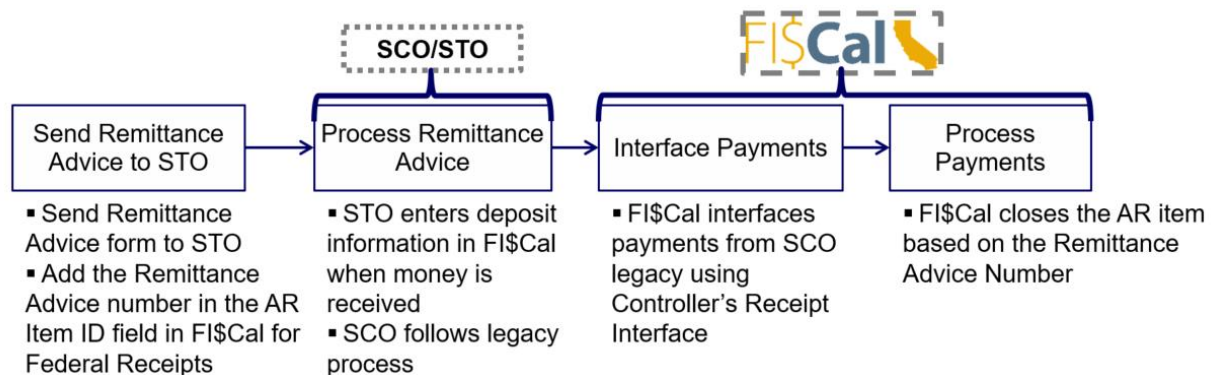
12. WHAT IS THE DIFFERENCE BETWEEN FEDERAL RECEIPTS DEPOSITED INTO CTS OR STO?

If a federal receipt is deposited directly into CTS, it will only need to be recorded in FI\$Cal and it will flow to SCO with all the coding. The Remittance Advice (presented during the Department Change Impacts Workshop) process is only needed for those RAs that come straight to STO.

13. HOW TO ENTER FEDERAL FUND REMITTANCES?

Continue to follow the current process of sending remittance advice to STO. If the Federal Funds will be closed out by an open item, on the AR Item choose “Reason As: Federal” and include the Remittance Advice number as the Item ID. For items without an AR item, departments may need to reclassify payments based on level of ChartField info needed. For Budgeted Federal Receipts, departments can enter legacy program code values in the description field of the Remittance Advice form.

Remittance Advice *with* an AR Item



Remittance Advice *without* an AR Item

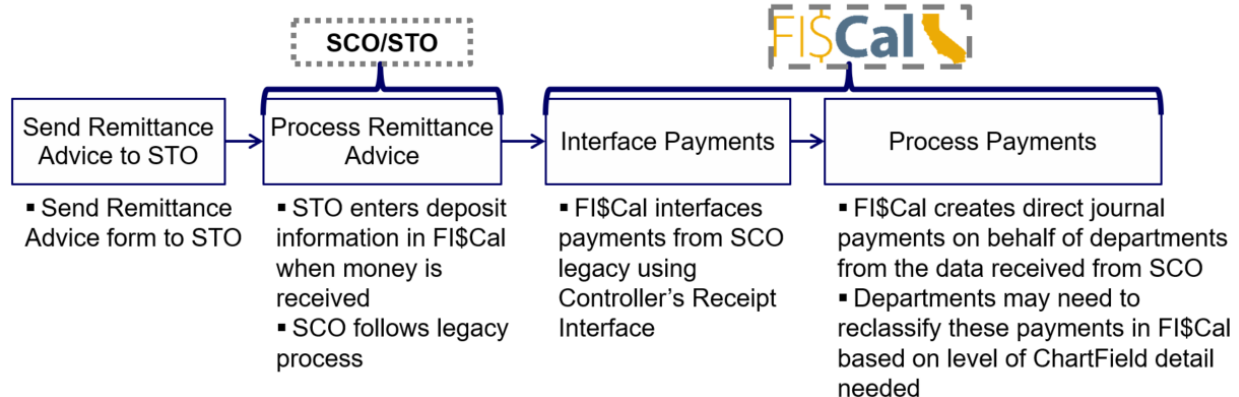


Figure 3: Remittance Advice without an AR item process

14. WHERE CAN WE GET THE CRE NUMBER? IS IT GENERATED RIGHT AWAY?

The CRE number is located on the bank statement and is interfaced from legacy to FI\$Cal as soon as the transaction is complete.

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- 15. FOR DEPOSITS TO BE APPLIED AGAINST EMPLOYEE AR, WILL DEPARTMENTS STILL BE REQUIRED TO FILL OUT AND SUBMIT FORM STD995A TO PPSD?**

Yes, follow current process.

SECTION 3: ARO & APO

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- 16. WILL ARO JOURNALS (PAYROLL AR'S) USING BANK ACCOUNT 0000 WORKFLOW TO SCO?**

Yes, follow current process. No changes to ARO journals.

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- 17. WILL APOS AND AROS, STILL NEED SCO'S APPROVAL?**

Yes, they will. When entering APOs (the payroll collections), you're normally entering them against a specific bank account (the warrant bank account association), not your CTS. Everything that is CTS related and foreign bank account related that impacts changes between appropriation is picked up by the system. But some forms of payments are eliminated from extract because they have already been recorded at SCO. (M4/June)

SECTION 4: MISC.

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- 18. WHAT PROCESS TO FOLLOW WHEN MONEY HAS BEEN REMITTED AND THEN A DISHONORED CHECK RECEIVED THUS REQUIRING THE ISSUE OF A REFUND?**

A job covering Dishonored checks and remittance refunds will be out soon.

ADDITIONAL RESOURCES

Deposit Slips:

1. AR/BI - [FISCal.389 - Create a Standard Deposit Slip](#) – Outlines how to create a standard deposit slip and includes a reference guide outlining all of the Deposit Types for Deposit Slips. This job aid is in addition to the University of FI\$Cal training showing how to create a manual deposit slip.
2. AR126 Deposit Slip Processes
 - a. Deposit Slips Overview
 - b. Creating a Deposit Slip
 - c. Printing a Deposit Slip

Remittances:

1. AR/BI - [FI\\$Cal.391 - SCO Approval of AR Deposits–Remittances](#) - Includes guidelines for all SCO Payment/Remittance approvals.
2. AR124 Creating and Maintaining Deposits
 - a. Creating Zero Dollar Deposits – Example 4
 - b. Creating Negative AR Regular Deposits – Example 5
 - c. Entering Direct Journal Payment Details – Example 6

REMINDERS

1. Do not issue ORF Advances via the Single Payment Voucher/Single Pay Supplier. Single Pay Vouchers are not replenished in FI\$Cal. ORF Advances to regular vendors are submitted via a regular voucher with a supplier that has a Std204 on file.
2. For over remitted ORF replenishments:
 - a) Create a regular voucher payable to the department for the over remitted amount. Once warrant is issued, deposit back in the CTS account.
 - b) Submit a paper replenishment claim schedule for the over remitted amount.
 - c) Short the following deposit in the amount over remitted.